

***** HUMAN RESOURCES *****
SASEBO SATELLITE OFFICE

한국인 직원 모집 안내
Korean National Job Opportunities

ANNOUNCEMENT NUMBER: KN22N16

TITLE-SERIES-GRADE: CHILD AND YOUTH PROGRAM AID / ASSISTANT
KGS-1702-3/4 (1 VACANCY)

SALARY RANGE: KGS-3: 8,391 – 11,398 Won Per Hour

OPEN PERIOD: Friday, 08 Jul 2016 to Thursday, 21 Jul 2016

DUTY LOCATION: Morale Welfare Recreation (MWR) Child & Youth Programs
Center Commander Fleet Activities PSC 479 FPO AP 96269 -
Chinhae, Korea

TOUR OF DUTY: Full-Time, 40 hours per week.

WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:
All current USFK KN employees and all KN outside applicants.

RPA NUMBER (HRO USE ONLY): 414242

NOTE: Full performance level is KGS-04 and may be non-competitively promoted to the full performance grade level upon meeting time-in-grade and qualification requirements. This position may be required to work weekends and holidays as well as rotating shifts and may be recalled to duty status requiring overtime and/or on an emergency basis.

Applicants need to submit a self addressed stamped envelope to receive notification of result.

MAJOR DUTIES:

Provides care, oversight and accountability of children that complies with established standards, policies, procedures, and regulations. Provides developmentally appropriate care and activities for children. Follows planned activities. Conducts daily health checks of children and notifies supervisor of any abnormalities. Attends to physical individual needs of children (e.g. diapering, feeding, toileting, resting, etc.). Maintains control of assigned group of children and keeps an accurate count of children at all time. Maintains continuous observation of children to detect early signs of distress or abnormal behavior. Ensures safety and sanitation of children through constant supervision. Holds infants during feeding. Assists older children during family style meals. Assists in arranging classroom and play materials to accommodate the daily schedules and activities of children. Works collaboratively as part of a team with other Education Technicians (CDC), Lead Education Technicians (CDC), Training and

Curriculum Specialists (T&C), CDC support staff, and CDC Director, and parents. Develops, reviews, and implements daily activity schedules and activity plans and keeps other personnel informed. Assists in planning and conducting an effective program that meets the physical, social, emotional, and cognitive needs of each child based on established goals and curriculum plan. Assists in maintaining effective arrangement of spaces, and observes for equipment/playground/facility repair and maintenance concerns or discrepancies. Helps children to develop self-help skills arranges the room and play materials to accommodate the daily schedules and activities of children. Implements training and role models developmentally appropriate practice and classroom management techniques. Works collaboratively to obtain/retain department of defense (DOD) Certification and National Association for the Education of Young Children (NAEYC) implements established curriculum plan. Completes and submits required reports in an accurate and timely manner.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE / EDUCATION

Six months of general experiences or 1 year above H.S.

GENERAL EXPERIENCE is defined as providing care, oversight and accountability for program participants as well as promote and foster effective working relationships with children youth and coworkers. Conducts daily health checks of children and notifies supervisor of any suspicion of illness, abuse, or neglect.

b. ENGLISH LANGUAGE COMPETENCY: The American Language Course Placement Test (ALCPT) a minimum score of 60% is required or the TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC a minimum score of 550 may be substituted for ALCPT requirement. Applicants indicate the ALCPT/TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score within 3 workdays of notification of tentative selection. Failure to provide this information will result in the applicant being considered “not eligible”.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

High School graduation may be substituted for experience at the KGS-02 level. Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KGS-3 through KGS-5.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:

1. Knowledge of English language and ability to communicate effectively both verbally and in writing to the children and parents.
2. Skill in providing care, supervision, oversight and accountability for program participants as well as fostering effective working relationships with children, youth and coworkers.
3. Ability to work under close supervision of CYP Director, Leads and more experienced program assistants or aides. Must complete all DON training requirements within the specified time frames, including orientation, standardized module training and ongoing training requirements.

EMPLOYMENT CONSIDERATION PREFERENCE:

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest)

1. All current USFK KN employees. (Korea-wide)
2. All Korean National outside applicants

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. **Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self addressed stamped envelope to receive notification of results.** It is imperative that each item of the application be accurately and completely filled in and the application **Must be signed (Signature) and dated.** Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100 / ZIP Code - 51698, 경상남도 창원시 진해구 여명로 23 주한미해군 진해부대 (구직신청서 재중). Postmark dates will not be accepted. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. Unsolicited documents will be discarded. Applications and attachments will not be retrieved for duplication or for return. **Applications that are not completed correctly, faxed, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.**

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment of promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to immediately contact the HRO Sasebo Satellite Office at DSN 252-3428.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253 / 5252 or COM: 055-544-1611 / 055-540-5253. If you are unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3428.

